

This form is to be used to notify the construction occupations registrar of possible contraventions of building and development approvals – building work. Under Section 50 of the *Building Act 2004* a certifier commits an offence if the certifier does not inform the constructions occupations registrar.

This form is to be submitted

(i) if the building work is fundamentally noncompliant—not later than the next working day after the day the contravention comes to the certifier's attention; or

(ii) in any other case—within 21 days after the day the contravention comes to the certifier's attention.

PART A - PROJECT DETAILS

Block		Section		Suburb		Unit No.	
Street Address							
Building Approval No. (if applicable)				Development Approval No. (if applicable)			

PART B - CERTIFIERS DETAILS

(*Construction Occupations (Licensing) Act 2004)

Company Details			
*COLA Licence #		Expiry Date	
Name of Certifier		*COLA Licence #	
Office Phone Number		Mobile	
Email Address			

☐ I consent to have the non-compliance notice e-mailed to the above e-mail address

PART C - BUILDERS DETAILS

Company Details			
*COLA Licence #		Expiry Date	
Name of Nominee (If Applicable)		*COLA Licence #	
Office Phone Number		Mobile	
Email Address			

PART D - NON-COMPLIANCE

Date of Issue

Has the property owner/developer been notified of non-compliance issues and/or Non-Compliance Notice?

☐ Yes ☐ No

Was the Non-Compliance Notice identified during

☐ Plan Assessment ☐ Staged Inspection

Is the contravention considered to be

☐ Fundamentally Non-Compliant ☐ Other

If fundamentally non-compliant, please nominate

- ☐ Section 42 of the *Building Act 2004* – Requirements for carrying out building work
- ☐ Section 42A of the *Building Act 2004* – Contravention of requirements for building work involving asbestos
- ☐ Section 43 of the *Building Act 2004* – Stages of building work
- ☐ Section 44 of the *Building Act 2004* – Stage inspection
- ☐ Section 45 of the *Building Act 2004* – Records of tests
- ☐ Section 46 of the *Building Act 2004* – Safety precaution directions
- ☐ Section 47 of the *Building Act 2004* – Structural engineer's certificate
- ☐ Section 48 of the *Building Act 2004* – Completion of building work
- ☐ Section 49 of the *Building Act 2004* – Complying with building code
- ☒ Section 51 of the *Building Act 2004* – Carrying out building work in contravention of s 42

Provide Details

Indicate any directions that have been given to the builder in order to reasonably and appropriately achieve compliance (if no direction has been given please state why). Please specify certifier's actions and/or follow up.

PART E - DECLARATION

Name of Certifier

Certifier Signature

Date

Privacy Notice

The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the Building Act 2004. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at <https://www.accesscanberra.act.gov.au/>

CONTACT INFORMATION**Email:**

BA@act.gov.au

Post:

Access Canberra
Building Services
GPO Box 158
Canberra, ACT 2601

In Person:

Please visit www.act.gov.au
Or call **13 22 81** to find an
Access Canberra Shopfront.